

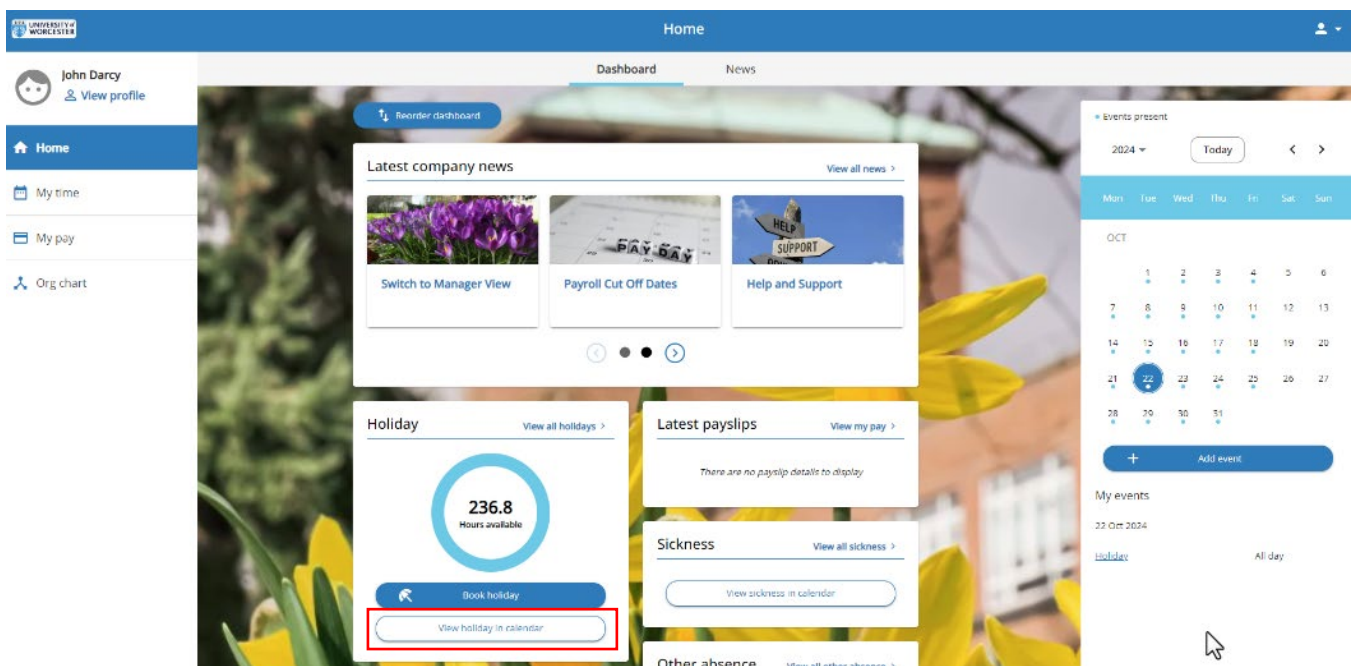
My View

Viewing your team calendar

This is **iTrent My View**. From here employees have access to a range of HR facilities via **Employee Self Service (ESS)**.

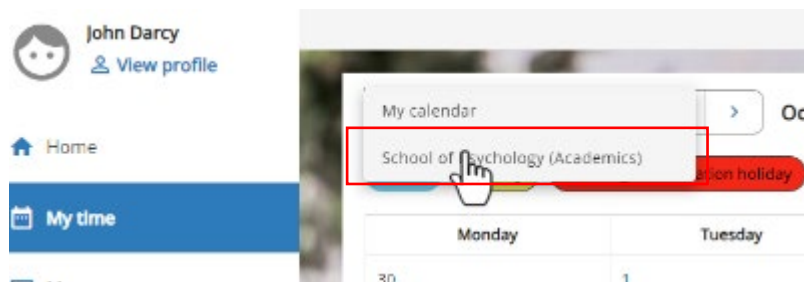
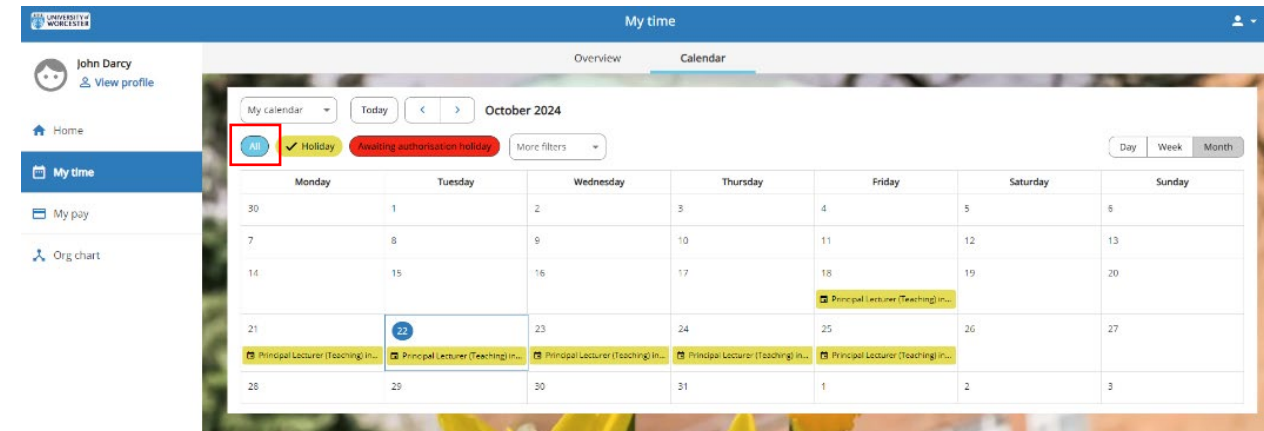
For example, you can view your teams' calendars in one place.

To do this your **Team Administrator** has to define your team as a **Peer Group**. You can then be in multiple Peer Groups, which can be useful when working on cross departmental projects.

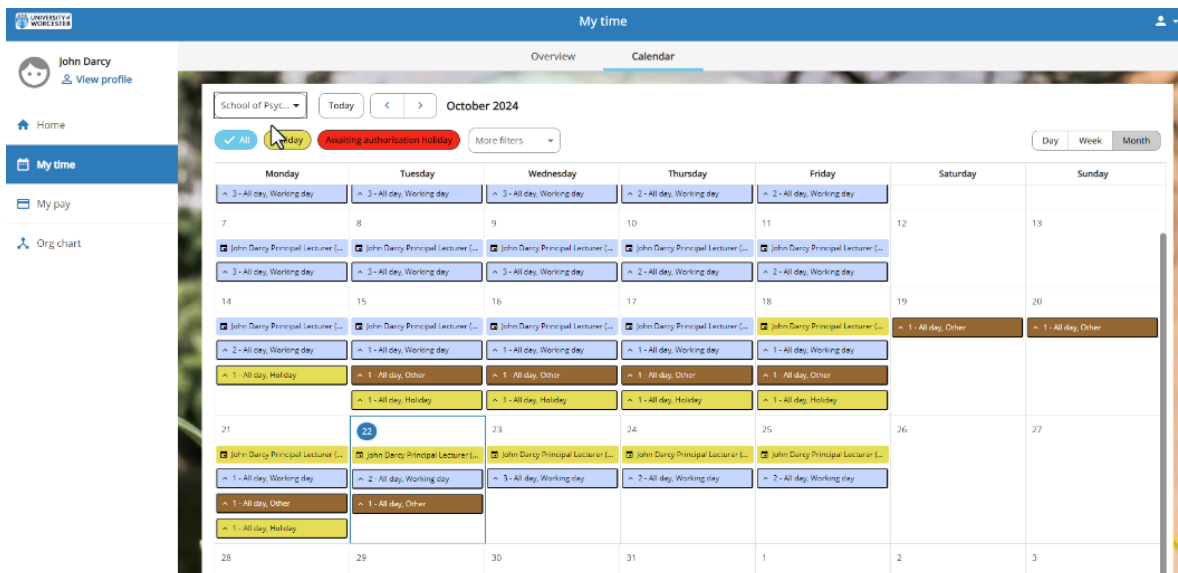


To view your **Peer Groups**, start at the home screen and select **View holiday in calendar**.

Tick **All** to see all absence types and select your **Peer Group**.

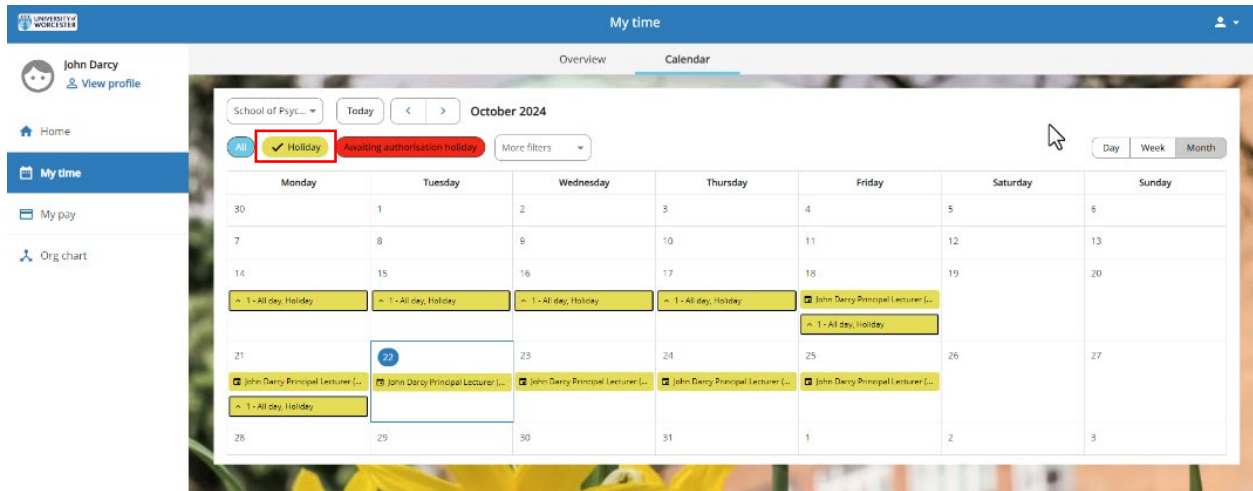


The calendar will then show everyone in your **Peer Group**, showing either their working pattern hours or indicating if they are absent.

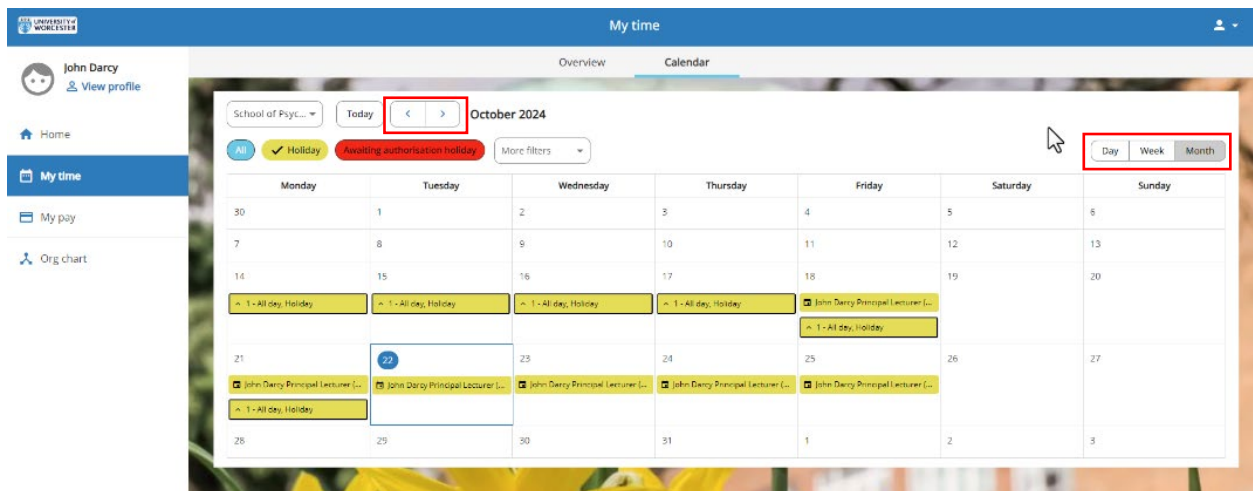


Note that you will only be able to see the absence types of your peers, not the reasons.

You can then use the filters to only see certain absence types such as **Holiday**.



You can also use the **Week**, **Month** and **Day** buttons to change the calendar view. And the arrows to navigate.



If there are no **Peer Groups** available to you, your **Team Administrator** can create these views for you. (Please see the list of administrators here <https://itrent.on.worc.ac.uk/help-and-support/>).